

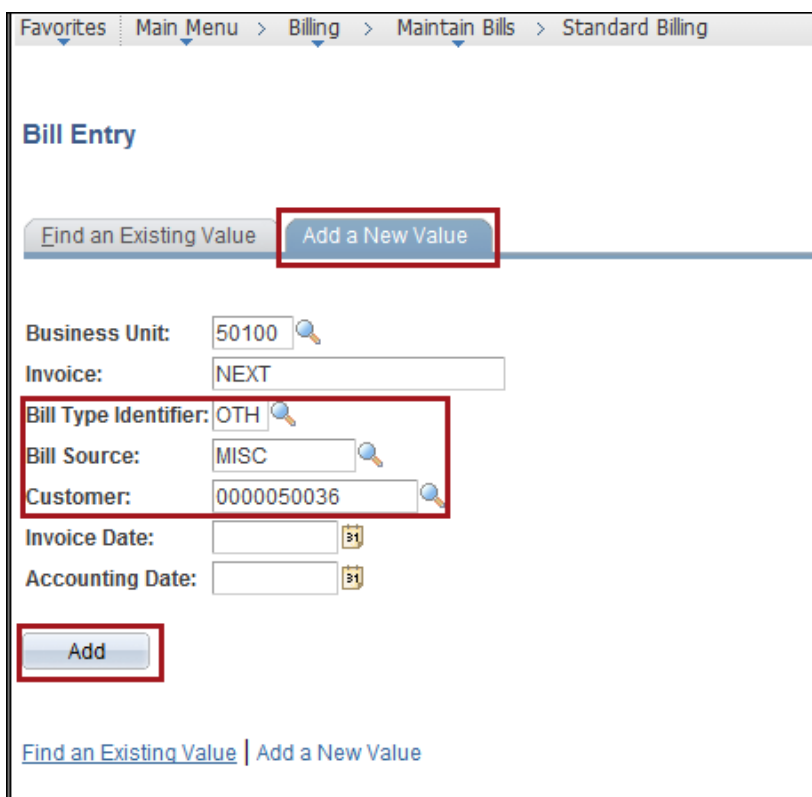
### About Recurring Bills

Recurring bills allow for the reproduction of bills, or portions of bills, and the generation of invoices by using templates. Associating a recurring bill template with a predefined schedule (using the Recurring Schedule fields) allows you to control when and how often recurring bills are generated. Schedules automate and control the generation of recurring bills. Bills are generated monthly in Cardinal.

### To Create a Recurring Bill:

- 1 Navigate using the following path:

**Billing > Maintain Bills > Standard Billing**



The screenshot shows the 'Bill Entry' screen in the Cardinal system. The breadcrumb path at the top is 'Favorites > Main Menu > Billing > Maintain Bills > Standard Billing'. Below this, the 'Bill Entry' section has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields: 'Business Unit' with value '50100', 'Invoice' with value 'NEXT', 'Bill Type Identifier' with value 'OTH', 'Bill Source' with value 'MISC', and 'Customer' with value '0000050036'. There are also 'Invoice Date' and 'Accounting Date' fields with calendar icons. At the bottom, there is an 'Add' button. A red box highlights the 'Add a New Value' tab, the 'Bill Type Identifier', 'Bill Source', and 'Customer' fields, and the 'Add' button.

- 2 Enter a new bill by selecting the **Add a New Value** tab.
- 3 Enter the required standard billing fields according to your agency's policy. At a minimum, enter the following information:
  - a. **Bill Type Identifier**
  - b. **Bill Source**
  - c. **Customer**

## Entering a Recurring Bill

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 **Line - Info 1** New Window ?

Unit: 50100 Invoice: MISC000043 Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 10/29/2013 Cycle ID: MTH-RECUR  
 \*Type: OTH Source: MISC \*Frequency: Recurring  
 \*Customer: 0000050036 SubCust1: SubCust2:


GAME AND INLAND FISHERIES

\*Invoice Form: STANDARD From Date: To Date:  
 Accounting Date: Pay Terms: NET30 Pay Method: Check  
 Remit To: REMIT Bank Account: VDOT  
 Sales: STAGENCY Bill Inquiry Phone:  
 Credit: CREDIT Collector: COL3  
 Biller: Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | [Line - Info 1](#)

- 4 The **Header – Info 1** tab displays. Select the following values:
  - a. **Cycle ID: MTH-RECUR**
  - b. **Frequency – Recurring**
- 5 Click the **Save** button.
- 6 Create the recurring bill schedule by selecting the **Go To Recurring Bill Schedule** icon  .

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Standard Billing](#)

### Recurring Bill Schedules

Business Unit: 50100      Template Invoice: MISC000043

Start Date: 11/05/2013      ☒ Pre-Assign Invoice Numbers  
 End Date: 04/05/2014      ☐ Use Header Dates For Lines

Recurring Schedule				
Generate Date	Invoice Date	Invoice	Inv Generated?	Date
11/05/2013	11/07/2013	MISC000044	N	
Bill Header From Date:		11/07/2013	To Date:	12/05/2013
12/05/2013	12/07/2013	MISC000045	N	
Bill Header From Date:		12/07/2013	To Date:	01/05/2014
01/05/2014	01/07/2013	MISC000046	N	
Bill Header From Date:		01/07/2014	To Date:	02/05/2014
02/05/2014	02/07/2014	MISC000047	N	
Bill Header From Date:		02/07/2014	To Date:	03/05/2014

[Return to Bill Entry](#)

- 7 The **Recurring Bill Schedule** page displays. Use the **Recurring Bill Schedule** page to create a recurring bill schedule and to pre-assign invoice numbers.
- 8 At a minimum, enter or select values for the following fields:
  - a. **Start Date**
  - b. **End Date**
  - c. **Generate Date**
  - d. **Invoice Date**
  - e. **Bill Header from Date**
  - f. **To Date**
- 9 Click the **Pre-assign Invoice Numbers** box to create the invoice numbers for the bills.
- 10 Click the **Save** button to generate the recurring bill schedule.
- 11 Click the **Return to Bill Entry** link.



# Accounts Receivable Job Aid

## Entering a Recurring Bill

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 **Line - Info 1** New Window

Unit: 50100 Invoice: MISC000043 Pretax Amt: 6,000.00 USD

Status: NEW Invoice Date: 10/29/2013 Cycle ID: MTH-RECUR  
\*Type: OTH Source: MISC \*Frequency: Recurring  
\*Customer: 0000050036 SubCust1: SubCust2:

GAME AND INLAND FISHERIES

\*Invoice Form: STANDARD From Date: To Date:  
Accounting Date: Pay Terms: NET30 Pay Method: Check  
Remit To: REMIT Bank Account: VDOT  
Sales: STAGENCY Bill Inquiry Phone:  
Credit: CREDIT Collector: COL3  
Biller: Billing Authority:

Go to: Header Info 2 Address Copy Address  
Notes Express Entry  
Summary Bill Search Line Search

Navigation: Header - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

**12** Click the **Line-Info 1** tab.

[Favorites](#) | [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Standard Billing](#)

[Header - Info 1](#) | [Line - Info 1](#)

Unit: 50100      Bill To: 0000050036      Pretax Amt: 6,000.00      USD  
 Invoice: MISC000043      GAME AND INLAND FISHERIES      Max Rows: 100

**Bill Line**      Find | View All      First 1 of 1      Last

Seq: 1      Line:       Net Extended: 6,000.00  
 Table:  ID      Identifier: MG&SCONSTR-RICHMND      Description: Misc Gds & Svcs Con-Richmond

Quantity: 1.0000      From Date:       To Date:   
 Unit of Measure: EA      Line Type: REV      ☒ Accumulate  
 Unit Price: 6,000.0000      Tax Code:       ☐ Tax Exempt  
 Gross Extended: 6,000.00      Exempt Cert:

Less Discount: 0.00  
 Plus Surcharge: 0.00  
 Net Extended: 6,000.00  
 VAT Amount: 0.00  
 Tax Amount: 0.00  
 Net Plus Tax: 6,000.00

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Line - Info 1      Page Series: [Prev](#) [Next](#)

[Save](#)      [Return to Search](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)

[Header - Info 1](#) | [Line - Info 1](#)

**13** Enter the desired bill line information. At a minimum, enter values in the following fields:

- a. Table
- b. Identifier
- c. Gross Extended

**14** Click the **Refresh** button.

**15** Click the **Header – Info 1** page.

## Entering a Recurring Bill

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 Line - Info 1

Unit: 50100 Invoice: MISC000043 Pretax Amt: 6,000.00 USD

Status: RDY Invoice Date: 10/29/2013 Cycle ID: MTH-RECUR

\*Type: OTH Source: MISC \*Frequency: Recurring

\*Customer: 0000050036 SubCust1: SubCust2:

GAME AND INLAND FISHERIES

\*Invoice Form: STANDARD From Date: To Date:

Accounting Date: Pay Terms: NET30 Pay Method: Check

Remit To: REMIT Bank Account: VDOT

Sales: STAGENCY Bill Inquiry Phone:

Credit: CREDIT Collector: COL3

Bill: Billing Authority:

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search

Navigation: Header - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

**16** Change the **Status** field from **New** to **RDY**.

**17** Click the **Save** button.

**Note:** A recurring bill process runs to create a bill from the recurring bill template. This process creates the bill when the system date is equal to or greater than the recurring bill generate date.